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STATUTORY INSTRUMENTS

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**1989 No. 344**

**LEGAL AID AND ADVICE,  
ENGLAND AND WALES**

**The Legal Aid in Criminal and Care  
Proceedings (General) Regulations 1989**

<i>Made</i>	- - - -	<i>3rd March 1989</i>
<i>Laid before Parliament</i>		<i>8th March 1989</i>
<i>Coming into force</i>	- -	<i>1st April 1989</i>

The Lord Chancellor, in exercise of the powers conferred by sections 2(5) and (7), 6, 20(8), 21, 23 to 25, 27, 28, 31, 32, 34, 43 of and paragraph 11 of Schedule 1 to the Legal Aid Act 1988(1) after consulting the Crown Court Rule Committee and the Magistrates' Courts Rule Committee and with the consent of the Treasury, hereby makes the following Regulations:—

**PART I  
GENERAL**

**Citation, commencement and application**

1.—(1) These Regulations may be cited as the Legal Aid in Criminal and Care Proceedings (General) Regulations 1989 and shall come into force on 1st April 1989.

(2) Parts I to VI of these Regulations apply to criminal proceedings and Part VII applies to care proceedings.

**Revocations**

2. The Regulations specified in Schedule 1 are hereby revoked.

**Interpretation**

3.—(1) In these Regulations, unless the context otherwise requires,—

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(1) 1988 c. 34; section 43 is an interpretation provision and is cited because of the meanings assigned to the words “prescribed” and “regulations”.

“the Act” means the Legal Act 1988;

“applicant” means, in relation to an application for legal aid made on behalf of a person who has not attained the age of 17 by his parent or guardian, that person and, in the case of any other application for legal aid, the person making the application;

“appropriate authority” means an officer or body authorised to determine costs under the Legal Aid in Criminal and Care Proceedings (Costs) Regulations 1989<sup>(2)</sup>;

“appropriate contributor”, in relation to a person who has not attained the age of 16, means—

- (a) his father (or any person who has been adjudged to be his father) or his mother; or
- (b) his guardian;

“appropriate officer” means, in the case of the Crown Court, the Chief Clerk or an officer designated by him to act on his behalf;

“appropriate area committee” means the area committee in whose area is situated the court to which an application for or concerning a legal aid order has been made;

“area committee” and “Area Director” have the meanings assigned to them by regulation 4 of the Civil Legal Aid (General) Regulations 1989<sup>(3)</sup>

“Area Director” includes any person duly authorised to act on his behalf;

“contribution” means the contribution payable under section 23(1) of the Act in respect of the costs of representation;

“contribution period” means the period of 6 months commencing with the date on which the legal aid order was made;

“Court of Appeal” means the criminal division of the Court of Appeal or the Courts-Martial Appeal Court as the case may be;

“disposable capital” and “disposable income” mean the amounts of capital and income which are available for the making of a contribution after capital and income have been computed in accordance with Schedule 3;

“family credit” means family credit under the Social Security Act 1986<sup>(4)</sup>;

“guardian” has the meaning assigned by section 87 of the Child Care Act 1980<sup>(5)</sup>;

“income support” means income support under the Social Security Act 1986;

“judge of the court” means—

- (a) in the case of the Court of Appeal, a single judge of that Court or a judge of the High Court;
- (b) in the case of the Crown Court, a judge of the High Court, a Circuit judge, a recorder, or an assistant recorder.

“justices' clerk” includes a person duly authorised by the justices' clerk of a magistrates' court to act on his behalf to the extent that he is so authorised;

“legal aid” means representation under Part V of the Act or representation in care proceedings, as the case may be, and

“legal aid order” means an order granting such representation;

“person concerned” means the person whose disposable income and disposable capital are to be determined or the person whose resources are to be treated as the resources of any other person under these Regulations;

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(2) S.I. 1989/343.

(3) S.I. 1989/339.

(4) 1986 c. 50.

(5) 1980 c. 5.

“proper officer” means—

- (a) in respect of proceedings in the House of Lords, the Clerk of the Parliaments;
- (b) in respect of proceedings in the Court of Appeal, the registrar;
- (c) in respect of proceedings in the Crown Court, the appropriate officer;
- (d) in respect of proceedings in a magistrates' court, the justices' clerk.

“registrar” means the registrar of criminal appeals or the registrar of the Courts-Martial Appeal Court, as the case may be, and includes any person duly authorised to act on his behalf to the extent that he is so authorised;

“statement of means” means a statement of means submitted in accordance with regulation 23;

(2) Unless the context otherwise requires, any reference in these Regulations to a regulation, Part or Schedule by number means the regulation, Part or Schedule so numbered in these Regulations and a form referred to by number means the form so numbered in Schedule 2.

### **Forms**

4.—(1) The form in Part I of Schedule 2 shall be used where applicable with such variations as the circumstances of the particular case require.

(2) The forms in Part II of Schedule 2, or forms to the like effect, may be used with such variations as the circumstances may require.

### **Applicants reaching the age of 16**

5. An applicant who attains the age of 16 after the date on which an application for legal aid is made but before the making of a legal aid order shall be treated for the purposes of these Regulations as not having attained that age.

### **Exclusion of solicitors and counsel**

6.—(1) The proper officer of each court shall keep a list of solicitors and counsel, notified to him by the Lord Chancellor, who are for the time being excluded from legal aid work under section 47(2) of the Solicitors Act 1974<sup>(6)</sup> or section 42 of the Administration of Justice Act 1985<sup>(7)</sup>.

(2) Any reference in these Regulations to solicitors or counsel shall be construed as not including any solicitor or counsel who is so excluded.

### **Determination in private and in absence of legally assisted person etc.**

7. Where it is provided by these Regulations that any matter may be determined otherwise than by a court, it may be determined in private and in the absence of the applicant, the appropriate contributor, the person concerned or the legally assisted person as the case may be.

### **Legal aid records**

8. The proper officer shall keep such records as the Lord Chancellor may from time to time direct of all cases in which a legal aid order was made by the court or an application for legal aid was made to it, and shall send to the Lord Chancellor such information from those records as the Lord Chancellor shall request.

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(6) 1974 c. 47.

(7) 1985 c. 61; section 42 was amended by the Legal Aid Act 1988 (c. 34), section 33.

### **Area committees and powers of Area Directors**

9.—(1) Area committees and Area Directors appointed by the Board pursuant to regulation 4 of the Civil Legal Aid (General) Regulations 1989 shall exercise functions respectively delegated to them by the Board or conferred on them by these Regulations and, where an area committee is required or entitled to perform any function under these Regulations, that function may, subject to paragraph (3), be performed on behalf of the committee by the Area Director.

(2) An Area Director so appointed shall act as the secretary to the area committee for his area.

(3) Paragraph (1) shall not empower an Area Director to refuse—

- (a) an application for review under regulation 17(1);
- (b) an application under regulation 52; or
- (c) an application referred to the committee under regulation 54.

### **General power to grant legal aid**

10. Subject to the provisions of section 21(2), (3) and (5) of the Act and to regulation 23, nothing in Part II or in regulation 36 shall affect the power of a court, a judge of the court or of the registrar to make a legal aid order, whether an application has been made for legal aid or not, or the right of an applicant whose application has been refused or whose legal aid order has been revoked under section 24(2) to apply to the court at the trial or in other proceedings.

## **PART II**

### **APPLICATIONS FOR LEGAL AID**

#### **Proceedings in magistrates' courts**

11.—(1) An application for a legal aid order in respect of proceedings in a magistrates' court shall be made—

- (a) to the justices' clerk in Form 1, or
- (b) orally to the court,

and the justices' clerk or the court may grant or refuse the application.

(2) Where an application for a legal aid order is made under paragraph (1)(b), the court may refer it to the justices' clerk for determination.

(3) Except where the applicant is not required to furnish a statement of means under regulation 23(4), a legal aid order shall not be made on an application under paragraph (1) until the court or the justices' clerk has considered the applicant's statement of means.

#### **Notification of refusal of legal aid by a magistrates' court**

12.—(1) Where an application for a legal aid order is refused by a magistrates' court or a justices' clerk, the court or the justices' clerk shall notify the applicant on Form 2 that the application has been refused on one or both of the following grounds, namely, that—

- (a) it does not appear to the court or the justices' clerk desirable to make an order in the interests of justice; or
- (b) it appears to the court or the justices' clerk that the applicant's disposable income and disposable capital are such that, in accordance with regulation 26(1), he is ineligible for legal aid,

and shall inform him of the circumstances in which he may renew his application or apply to an area committee for the decision to be reviewed.

(2) A copy of Form 2, and, where an application for review under regulation 15 may be made, of the completed Form 1 shall be sent to the applicant and to his solicitor, if any.

#### **Determination of contribution where legal aid is refused by a magistrates' court**

**13.** Where a magistrates' court or a justices' clerk has refused to make a legal aid order, the court or the justices' clerk shall determine—

- (a) the applicant's disposable income and disposable capital, and
- (b) the amount of any contribution which would have been payable and the manner in which it would be payable by the applicant or an appropriate contributor had a legal aid order been made,

and shall notify the applicant of the amounts so determined.

#### **Renewal of application**

**14.—(1)** Without prejudice to the provisions of regulation 15, an applicant whose application under regulation 11 has been refused may renew his application either orally to the court or to the justices' clerk.

(2) Where an application is renewed under paragraph (1), the applicant shall return the notice of refusal which he received under regulation 12 or any such notice received under regulation 17(4).

(3) Where an application is renewed to the justices' clerk, he may either grant the application or refer it to the court or to a justice of the peace.

(4) Where an application is renewed to the court, the court may grant or refuse the application or refer it to the justices' clerk.

(5) The court or a justice of the peace to whom an application is referred under paragraph (3) or (6), may grant or refuse the application.

(6) A justices' clerk to whom an application is referred under paragraph (4), may grant the application or refer it either back to the court or to a justice of the peace.

(7) Except where the applicant is not required to furnish a statement of means under regulation 23(4), a legal aid order shall not be made where an application is renewed under paragraph (1) until the court, a justice of the peace or the justices' clerk has considered the applicant's statement of means.

(8) Regulation 12 shall apply where an application is refused under this regulation with the modification that references to a magistrates' court shall be construed as including references to a justice of the peace.

(9) In this regulation, "a justice of the peace" means a justice of the peace who is entitled to sit as a member of the magistrates' court.

#### **Application for review**

**15.—(1)** Where an application for a legal aid order has been refused after having been considered for the first time by a magistrates' court or a justices' clerk, the applicant may, subject to paragraph (2), apply for review to the appropriate area committee.

(2) An application for review shall only lie to an area committee where—

- (a) the applicant is charged with an indictable offence or an offence which is triable either way or appears or is brought before a magistrates' court to be dealt with in respect of a sentence imposed or an order made in connection with such an offence; and
- (b) the application for a legal aid order has been refused on the ground specified in regulation 12(1)(a); and
- (c) the application for a legal aid order was made no later than 21 days before the date fixed for the trial of an information or the inquiry into an offence as examining justices, where such a date had been fixed at the time that the application was made.

### **Procedure on application for review**

16.—(1) An application for review shall be made by giving notice in Form 3 to the appropriate area committee within 14 days of the date of notification of the refusal to make a legal aid order and the applicant shall send a copy of Form 3 to the justices' clerk of the magistrates' court to which the first application for legal aid was made.

(2) An application under paragraph (1) shall be accompanied by the following documents—

- (a) a copy of the completed Form 1 returned by the court under regulation 12(2); and
- (b) a copy of the notice of refusal received under regulation 12.

(3) The time limit within which the application for review is to be made may, for good reason, be waived or extended by the area committee.

(4) The justices' clerk and the applicant shall supply such further particulars, information and documents as the area committee may require in relation to an application under paragraph (1).

### **Determination of review**

17.—(1) On a review, the area committee shall consider the application for legal aid and either—

- (a) refuse the application; or
- (b) make a legal aid order.

(2) Where the area committee makes a legal aid order, it shall make a contribution order in accordance with any determination made under regulation 13.

(3) Where a magistrates' court or a justices' clerk has determined under regulation 13 that any legal aid order which is made shall not take effect until a contribution from disposable capital is paid, the area committee shall send the legal aid order to the appropriate justices' clerk.

(4) The area committee shall give notice of its decision and the reasons for it in Form 4 to—

- (a) the applicant and his solicitor, if any, and
- (b) the justices' clerk of the magistrates' court to which the application for legal aid was made.

### **Proceedings in the Crown Court**

18.—(1) An application for a legal aid order in respect of proceedings in the Crown Court shall be made either to the appropriate officer of the Crown Court in Form 1 or

- (a) orally to the Crown Court or to a magistrates' court at the conclusion of any proceedings in that magistrates' court; or
- (b) where a magistrates' court has been given a notice of transfer under section 4 of the Criminal Justice Act 1987(8) (serious fraud cases), to the justices' clerk of that magistrates' court in form 1; or

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(8) 1987 c. 38; section 4 was amended by the Criminal Justice Act, 1988 (c. 33), section 144(2).

- (c) in the case of an appeal to the Crown Court from a magistrates' court, to the justices' clerk of that magistrates' court in Form 1; or
- (d) where the applicant was granted legal aid for proceedings in the magistrates' court and was committed for trial in the Crown Court under section 6(2) of the Magistrates' Courts Act 1980<sup>(9)</sup>, to the justices' clerk of the magistrates' court ordering the committal in such form as may be required; or
- (e) in the case of a retrial ordered under section 7 of the Criminal Appeal Act 1968<sup>(10)</sup>, orally to the court ordering the retrial,

and the appropriate officer, the court or the justices' clerk may grant or refuse the application.

(2) Where an application for a legal aid order is made orally to the court, the court may refer it to the proper officer of the court for determination.

(3) Except where the applicant is not required to furnish a statement of means under regulation 23(4), a legal aid order shall not be made on an application under paragraph (1) until the appropriate officer, the court or the justices' clerk has considered the applicant's statement of means.

#### **Notification of refusal of legal aid**

**19.**—(1) Where an application for a legal aid order is refused by the appropriate officer of the Crown Court, the court or a justices' clerk, the appropriate officer, the court or the justices' clerk shall notify the applicant on Form 2 that the application has been refused on one or both of the following grounds, namely, that—

- (a) it does not appear to the officer, the court or the justices' clerk desirable to make an order in the interests of justice; or
- (b) it appears to the officer, the court or the justices' clerk that the applicant's disposable income and disposable capital are such that, in accordance with regulation 26(1), he is ineligible for legal aid,

and shall inform him of the circumstances in which he may renew his application.

(2) A copy of Form 2 shall be sent to the applicant and to his solicitor, if any.

#### **Determination of contribution where legal aid is refused**

**20.** Where the appropriate officer of the Crown Court, the court or a justices' clerk has refused to make a legal aid order, the officer, the court or the justices' clerk shall determine—

- (a) the applicant's disposable income and disposable capital, and
- (b) the amount of any contribution which would have been payable and the manner in which it would be payable by the applicant or an appropriate contributor had a legal aid order been made,

and shall notify the applicant of the amounts so determined.

#### **Renewal of application**

**21.**—(1) An applicant whose application under regulation 18 has been refused may renew his application either orally to the court or to the appropriate officer of the Crown Court.

(2) Where an application is renewed under paragraph (1), the applicant shall return the notice of refusal which he received under regulation 19.

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<sup>(9)</sup> 1980 c. 43; section 6(2) was amended by the Criminal Justice Act 1982 (c. 48), section 61.

<sup>(10)</sup> 1968 c. 19; section 7 was amended by the Criminal Justice Act, 1988 (c. 33), section 43.

(3) Where an application is renewed to the appropriate officer, he may either grant the application or refer it to a judge of the court.

(4) Where an application is renewed to the court, the court may grant or refuse the application or refer it to the appropriate officer.

(5) A judge of the court to whom an application is referred under paragraph (3) or (6), may grant or refuse the application.

(6) An appropriate officer to whom an application is referred under paragraph (4), may grant the application or refer it to a judge of the court.

(7) Except where the applicant is not required to furnish a statement of means under regulation 23(4), a legal aid order shall not be made where an application is renewed under paragraph (1) until the court or the appropriate officer has considered the applicant's statement of means.

(8) Regulation 19 shall apply where an application is refused under this regulation as if references to a justices' clerk were omitted.

### **Proceedings in the Court of Appeal or the House of Lords**

**22.**—(1) An application for a legal aid order in respect of proceedings in the Court of Appeal or the House of Lords may be made—

- (a) orally to the Court of Appeal, to a judge of the court or the registrar, or
- (b) by giving written notice of the application to the registrar in such form as he may direct.

(2) Where an application for a legal aid order is made orally to the Court of Appeal, the court may refer it to a judge of the court or the registrar for determination; and, where such an application is made orally to a judge of the court, he may refer it to the registrar for determination.

(3) Where a judge of the court refuses to make a legal aid order, the applicant may renew his application to the Court of Appeal.

(4) The registrar considering an application for a legal aid order shall—

- (a) make an order; or
- (b) refer the application to the Court of Appeal or to a judge of the court.

(5) A legal aid order shall not be made until—

- (a) a notice of appeal or application for leave to appeal to the Court of Appeal or the House of Lords, as the case may be, has been given, and
- (b) except where the applicant is not required under regulation 23(4) to furnish a statement of means, the Court of Appeal, a judge of the court or the registrar has considered the applicant's statement of means.

(6) In making a legal aid order in respect of proceedings in the Court of Appeal, the court, a judge of the court or the registrar may specify the stage of the proceedings at which legal aid shall commence.

(7) Subject to the provisions of this regulation, the powers of the Court of Appeal to determine an application for a legal aid order may be exercised by a judge of the court or the registrar.

(8) The powers of the Court of Appeal to revoke a legal aid order may be exercised by a judge of the court or, where the legally assisted person applies for the order to be revoked, by the registrar.



## PART III

### STATEMENT OF MEANS AND PAYMENT OF CONTRIBUTIONS

#### Statement of means

**23.—**(1) A statement of means submitted by an applicant or an appropriate contributor shall be in Form 5.

(2) Subject to paragraphs (3) and (4), where an applicant does not submit a statement of means when he applies for legal aid, the proper officer to whom, or to whose court he is making the application, shall require him so to do.

(3) Where an applicant is under 16, the proper officer may require either the applicant or an appropriate contributor, or both, to submit a statement of means in accordance with this regulation.

(4) A statement of means shall be required unless—

- (a) it appears to the court or the proper officer that, by reason of his physical or mental condition, the applicant is for the time being incapable of furnishing such a statement; or
- (b) the applicant has already submitted such a statement in connection with a previous application in respect of the same case and his financial circumstances have not changed.

(5) Nothing in paragraph (4)(a) shall prevent the court or the proper officer from requiring an applicant to furnish a statement of means after a legal aid order has been made where it appears that he is no longer incapable of furnishing such a statement.

#### Provision of information

**24.—**(1) At any time after the submission of a statement of means, the court or the proper officer may require the applicant, the legally assisted person or the appropriate contributor to provide evidence of any information given in a statement of means or of any change in his financial circumstances together with such additional information as the court or the proper officer may require.

(2) Where the applicant, the legally assisted person or the appropriate contributor fails to provide any evidence or information required under paragraph (1)—

- (a) his disposable income and disposable capital shall be deemed to exceed the limits below which no contribution is payable by virtue of Schedule 4; and
- (b) the contribution payable by him shall be such an amount as the court or the proper officer of the court may determine or redetermine.

#### Determination of contributions

**25.—**(1) The court or the proper officer shall, when making a legal aid order, determine the amount of any contribution payable by the applicant, the legally assisted person or the appropriate contributor in accordance with regulation 26.

(2) Where the applicant or the legally assisted person has paid or is liable to pay a contribution under section 9(6) of the Act in respect of advice and assistance given in relation to the same proceedings, any contribution which he or an appropriate contributor is liable to make under section 23(1) of the Act in respect of the costs of representation shall be reduced by the total amount of any contribution paid or liable to be paid under section 9(6).

### **Assessment of resources and method of determining contributions**

**26.**—(1) Representation shall not be granted to a person for any purpose unless it appears that his financial resources are such that he requires assistance in meeting the costs which he may incur for that purpose.

(2) The court or the proper officer shall—

- (a) consider the statement of means submitted by the applicant or the appropriate contributor and any other relevant information; and
- (b) subject to paragraph (3), determine his disposable income and disposable capital in accordance with Schedule 3.

(3) The court or the proper officer shall not make a determination under paragraph (2)(b) where—

- (a) the applicant,
- (b) the appropriate contributor, or
- (c) the spouse of the applicant or appropriate contributor, is in receipt of income support or family credit and this paragraph shall apply to a man and a woman who are living with each other in the same household as husband and wife as it applies to the parties to a marriage.

(4) Subject to paragraph (3), the applicant or the appropriate contributor shall pay a contribution in accordance with the provisions of Schedule 4.

### **Contribution orders**

**27.**—(1) The court or the proper officer of the court shall make a contribution order, in Form 6, in respect of any contribution determined under regulation 26 above and shall endorse the legal aid order accordingly.

(2) A copy of the contribution order shall be sent to the person ordered to make the contribution, to the legally assisted person's solicitor or counsel (where counsel only is assigned) and to the collecting court.

### **Earlier contribution orders**

**28.** On making a legal aid order in respect of proceedings in the Crown Court, the Court of Appeal, the Courts-Martial Appeal Court or the House of Lords, the court or the proper officer of the court shall not—

- (a) determine disposable income or disposable capital; or
- (b) make a contribution order,

where a contribution order has previously been made in connection with a legal aid order giving legal aid to the person in question in respect of proceedings in the same case in a lower court.

### **Payment of contributions**

**29.**—(1) Any contribution which is to be paid out of disposable income shall be payable by weekly (or, at the discretion of the court or the proper officer of the court, by fortnightly or monthly instalments) within a period not exceeding the contribution period, and the first such instalment shall fall due 7 days from the making of the legal aid order or of the contribution order, whichever is the later.

(2) Any contribution which is to be paid out of disposable capital shall be paid immediately if the sum is readily available or, if it is not, at such time as the court or the proper officer of the court considers to be reasonable in all the circumstances.

(3) Where a contribution out of disposable capital is to be paid immediately, the legal aid order shall not take effect until such payment is made and the court or the proper officer of the court shall give notice of this fact in Form 7 to—

- (a) the applicant and the appropriate contributor, and
- (b) the solicitor assigned or, where counsel only is assigned, counsel.

#### **Method of payment of contributions**

**30.**—(1) Subject to paragraph (2), payment of contributions shall be made to the proper officer of the collecting court.

(2) Where a legal aid order is not to take effect until a contribution out of disposable capital is paid, such payment shall be made to the proper officer of the court making the legal aid order unless that court otherwise directs.

#### **Change in financial circumstances**

**31.** The legally assisted person or the appropriate contributor shall inform the court or the proper officer of the court of any change in his financial circumstances which has occurred since the submission of his statement of means and which he has reason to believe—

- (a) might make him liable to pay a contribution where such a contribution is not already payable; or
- (b) might affect the terms of any contribution order made in connection with a legal aid order.

#### **Determination where no contribution previously payable**

**32.**—(1) The court or the proper officer of the court shall determine the amount of any contribution payable by a legally assisted person or an appropriate contributor who is not already liable to make such a contribution where—

- (a) further information has become available as to the amount of disposable income and disposable capital available at the time when the legal aid order was made; or
- (b) the circumstances upon which the disposable income or disposable capital were determined at the time the legal aid order was made have altered within the contribution period;

and it appears likely that, were such a determination to be made, the legally assisted person or the appropriate contributor would be liable to make a contribution.

(2) Regulation 26 shall apply where a contribution is determined under paragraph (1) as it applies where a contribution is determined on the making of a legal aid order.

#### **Redetermination of contribution**

**33.** Except where it appears unlikely that any significant change in liability to make a contribution would result, the court or the proper officer of the court shall redetermine the amount of any contribution payable by a legally assisted person or an appropriate contributor under a legal aid order where—

- (a) further information has become available as to the amounts of disposable income and disposable capital available at the time when the contribution order was made; or
- (b) the circumstances upon which the disposable income or disposable capital were determined at the time when the contribution order was made have altered within the contribution period so that—

- (i) his disposable income may have increased by an amount greater than £750 a year or decreased by an amount greater than £300 a year; or
  - (ii) his disposable capital may have increased by an amount greater than £750 a year;
- and shall vary or revoke the contribution order accordingly.

### **Effect of error or mistake**

**34.** Where it appears to the court or the proper officer that there has been some error or mistake in the determination of the legally assisted person's or the appropriate contributor's disposable income, disposable capital or contribution and that it would be just and equitable to correct the error or mistake, the court or the proper officer may vary the contribution order accordingly, may revoke it or may make a contribution order.

### **Variation and revocation of contribution orders**

**35.—(1)** At the conclusion of the relevant proceedings the court in which those proceedings are concluded may, if it thinks fit,—

- (a) remit any sum due under a contribution order which falls to be paid after the conclusion of those proceedings; or
- (b) remit or order the repayment of any sum due or paid under a contribution order where the legally assisted person has been acquitted,

and, in this regulation, “relevant proceedings” means the proceedings for the purposes of which legal aid was granted under the legal aid order in connection with which the contribution order was made or, where those proceedings are proceedings before a magistrates' court which result in the legally assisted person being committed to the Crown Court for trial or sentence or in his case being remitted to a juvenile court, the relevant proceedings include the proceedings before the Crown Court or that juvenile court.

(2) Where the legal aid order in connection with which a contribution order was made is revoked, paragraph (1) shall apply as if the relevant proceedings had been concluded.

(3) Where a legally assisted person—

- (a) successfully appeals against his conviction; or
- (b) is respondent to an appeal which is unsuccessful,

the court hearing the appeal may remit or order the repayment of any sum due or paid under a contribution order.

(4) Where a contribution order is revoked, or varied to an amount which is less than that which has already been paid, the court or the proper officer of the court shall order the repayment of any sum paid or overpaid as the case may be.

(5) Where—

- (a) a contribution order is varied to an amount greater than that which was previously payable; or
- (b) a contribution order is made after a determination under regulation 32;

and any payment is to be made out of disposable income, the court or the proper officer may, for the purpose of such payment, extend the period provided in regulation 29 within which such payment is to be made.

(6) An order varying or revoking a contribution order shall be in Form 8 and a copy of it shall be sent to the person ordered to make the contribution, to the legally assisted person's solicitor (or, where counsel only is assigned, to counsel) and to the proper officer of the collecting court.

### **Refusal to pay contribution**

**36.**—(1) Where any sums which are due under a contribution order before the conclusion of the proceedings have not been paid by the legally assisted person, the court or the proper officer of that court may—

- (a) serve notice on the legally assisted person requiring him to comply with the contribution order and pay any sums due under it within 7 days of receiving such notice; and
- (b) if he does not do so, serve notice on him inviting him to make representations as to why he cannot comply with the contribution order.

(2) A notice given under paragraph (1)(a) shall be in Form 9 and a notice given under paragraph (1)(b) in Form 10 and copies of any notices so given shall be sent to the legally assisted person and to his solicitor or, where counsel only is assigned, to counsel.

(3) The court shall consider any representations made under paragraph (1)(b) and, if satisfied that the legally assisted person—

- (a) was able to pay the relevant contribution when it was due; and
- (b) is able to pay the whole or part of it but has failed or refused to do so,

may revoke the grant of representation.

(4) The revocation of the grant of representation under paragraph (3) shall not affect the right of any legal representative previously assigned to the legally assisted person to remuneration for work done before the date of the revocation.

### **Termination of contribution period**

**37.**—(1) Where the contribution period has not ended and—

- (a) the legally assisted person, the appropriate contributor or the spouse of the legally assisted person or appropriate contributor begins to receive income support or family credit (in this regulation referred to as “income-related benefits”); or
- (b) the court remits any sum due under a contribution order which falls to be paid after the conclusion of the relevant proceedings; or
- (c) the legally assisted person is sentenced in the proceedings to which the legal aid order relates to an immediate term of imprisonment or a sentence of detention in a young offender institution,

the contribution period shall be deemed to have ended on the date receipt of income-related benefits commenced or on the date of that remission or sentence, as the case may be.

(2) The court making any such remission or passing any such sentence shall inform the collecting court that the contribution period is to be deemed to have ended on the date of the remission or sentence.

(3) Without prejudice to regulation 31, the legally assisted person or the appropriate contributor shall inform the collecting court of the date on which receipt of income-related benefits commenced.

(4) Paragraph (1)(a) shall apply to a man and a woman who are living with each other in the same household as husband and wife as it applies to the parties to a marriage.

### **Disposal of sums received from legally assisted persons after conviction**

**38.**—(1) Where a legally assisted person or an appropriate contributor to whom this regulation applies has been ordered to make a contribution, any amounts falling due under the contribution order after the conclusion of the relevant proceedings shall, unless remitted or specifically appropriated by the person paying the money to payment of the contribution, be applied (when paid) first, in

accordance with the provisions of section 139 of the Magistrates' Court Act 1980<sup>(11)</sup> and any sum paid in addition to the sums referred to in paragraph (2) below shall be paid to the Lord Chancellor in accordance with paragraph 4(2) of Schedule 3 to the Act.

(2) This regulation applies to a legally assisted person who is ordered to pay any sum adjudged to be paid on conviction and to an appropriate contributor who is ordered to pay a fine, compensation or costs under the provisions of section 55 of the Children and Young Persons Act 1933<sup>(12)</sup> or section 3 of the Children and Young Person Act 1969<sup>(13)</sup>.

### Repayment of contributions

**39.** On receiving notification of the amount of the costs of representation determined by the appropriate authority under the Legal Aid in Criminal and Care Proceedings (Costs) Regulations 1989<sup>(14)</sup>, the collecting court or the proper officer of that court shall, in accordance with section 23(7) of the Act, repay to the legally assisted person or the appropriate contributor, as the case may be, the amount, if any, by which any contribution paid exceeds those costs.

## PART IV

### LEGAL AID ORDERS

#### Legal aid orders

**40.—**(1) A magistrates' court inquiring into an offence as examining justices may make a legal aid order which applies, or amend an order so that it applies, both to proceedings before the court and, in the event of the defendant being committed for trial, to his trial before the Crown Court and, where such an order is made,—

- (a) Form 11 shall be used; and
- (b) copies of the order shall be sent in accordance with paragraph (2) below or with regulation 50(3), as the case may be.

(2) A legal aid order for the purposes of proceedings in a magistrates' court, the Crown Court or the Court of Appeal shall be in Form 11, 12 or 13 as the case may be and, subject to regulations 17(3) and 29(3), the court or the proper officer shall send—

- (a) one copy to the legally assisted person; and
- (b) one copy to the solicitor assigned or to counsel (where counsel only is assigned); and,

where the legal aid order is made for the purposes of proceedings before a magistrates' court, a further copy (endorsed "Board copy") shall be sent under sub-paragraph (b) above.

(3) Where a legal aid order is made by an area committee for the purposes of proceedings in a magistrates' court, one copy shall be sent to the proper officer of the court to which the application for legal aid was made.

(4) Where a legal aid order is amended under regulation 50, copies of the amended order shall be sent in accordance with paragraph (3) of that regulation.

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<sup>(11)</sup> 1980 c. 43.

<sup>(12)</sup> 1933 c. 12; section 55 was amended by the Criminal Justice Act 1982 (c. 48), section 26.

<sup>(13)</sup> 1969 c. 54; section 3 was amended by Courts Act 1971 (c. 23), section 56, Schedule 8 paragraph 59(1), Schedule 9 Part I, Schedule 11 Part IV, by the Criminal Law Act 1977 (c. 45), sections 58(3), 65(5), Schedule 13, by the Criminal Justice Act 1982 (c. 48), section 27, by the Prosecution of Offences Act 1985 (c. 23), section 27 and by S.I. 1982/1109, rule 6(2), Schedule 3 Part II paragraph 6.

<sup>(14)</sup> S.I. 1989/343.

(5) Where the solicitor assigned instructs counsel, the instructions which are delivered to counsel shall include a copy of the legal aid order and the solicitor shall inform counsel of any amendments made to the legal aid order.

#### **Withdrawal and revocation of legal aid orders**

**41.**—(1) A legal aid order may be withdrawn—

- (a) where the legally assisted person declines to accept the terms on which a grant of representation may be made;
- (b) at the request of the legally assisted person;
- (c) in accordance with the provisions of regulation 50.

(2) Where two legal aid orders are made in respect of the same proceedings, the second order so made shall be deemed to be of no effect and shall be withdrawn as if the legally assisted person had made a request under paragraph (1)(b) above.

(3) An order withdrawing a legal aid order shall be in Form 14 and a copy of it shall be sent to—

- (a) the legally assisted person, or
- (b) the solicitor assigned or to counsel (where counsel only is assigned); and
- (c) where the legal aid order is withdrawn by the area committee, to the proper officer of the court to which the application for withdrawal was made.

(4) Where a legal aid order is withdrawn—

- (a) the counsel assigned shall send all papers and other items in his possession relating to the proceedings to the solicitor assigned or (where no solicitor was assigned) to the legally assisted person; and
- (b) the solicitor assigned shall send all papers and other items in his possession relating to the proceedings to the legally assisted person.

(5) Where a legal aid order is revoked under regulation 36(3), the foregoing paragraphs of this regulation shall apply, with any necessary modifications, as if the order had been withdrawn.

#### **Notes of evidence and depositions**

**42.** Where a legal aid order is made in respect of an appeal to the Crown Court, the justices' clerk shall supply, on the application of the solicitor assigned to the appellant or respondent on whose application such an order was made, copies of any notes of evidence or depositions taken in the proceedings in the magistrates' court.

#### **Transfer of documents**

**43.** Where a person is committed by a lower court to a higher court or appeals or applies for leave to appeal from a lower court to a higher court, the proper officer of the lower court shall send to the proper officer of the higher court the following documents—

- (a) a copy of any legal aid order previously made in respect of the same proceedings;
- (b) a copy of any contribution order made;
- (c) a copy of any legal aid application which has been refused;
- (d) any statement of means already submitted.

## PART V

### LEGAL REPRESENTATION

#### Nature of representation

**44.**—(1) Subject to the following paragraphs of this regulation, a grant of representation shall provide for the services of a solicitor and counsel.

(2) A legal aid order granting representation for the purpose of such part of any proceedings before a magistrates' court as relates to the giving of bail shall not include representation by counsel.

(3) A legal aid order granting representation for the purposes of proceedings before a magistrates' court shall not include representation by counsel except—

- (a) in the case of any indictable offence, where the court is of the opinion that, because of circumstances which make the case unusually grave or difficult, representation by both solicitor and counsel would be desirable; and
- (b) in the case of proceedings under section 1 of the Children and Young Persons Act 1969(15), where it is alleged that the condition set out in subsection (2)(f) of that section is satisfied in consequence of an indictable offence and the court is of such opinion as is mentioned in sub-paragraph (a) above.

(4) Where a court grants representation for the purposes of an appeal to the Court of Appeal, the court may order that representation shall be by counsel only.

(5) Where the Crown Court grants representation for the purposes of—

- (a) an appeal to that court;
- (b) proceedings in which a person is committed to or appears before that court for trial or sentence or appears or is brought before the Crown Court to be dealt with;

the court may, in cases of urgency where it appears to the court that there is no time to instruct a solicitor, order that representation shall be by counsel only.

(6) Where the Crown Court or a magistrates' court grants representation for the purposes specified in paragraph (5), the court may, if the proceedings are proceedings in which solicitors have a right of audience, order that representation shall be by a solicitor only.

(7) Where in proceedings in a magistrates' court representation or advice is given before a legal aid order is made, that representation or advice shall be deemed to be representation or advice given under the order if—

- (a) the interests of justice required that the representation or advice be provided as a matter of urgency;
- (b) there was no undue delay in making an application for legal aid; and
- (c) the representation or advice was given by the solicitor who was subsequently assigned under the legal aid order.

#### Assignment of solicitor and selection of counsel

**45.**—(1) Subject to regulations 46 and 49, any person who is granted representation entitling him to the services of a solicitor, may select any solicitor who is willing to act and such solicitor shall be assigned to him.

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(15) 1969 c. 54; section 1 was amended by the Children Act 1975 (c. 72), section 108, Schedule 3 paragraph 67, by the Education Act 1981 (c. 60), section 21, Schedule 3 paragraph 9, by the Mental Health Act 1983 (c. 20), section 148, Schedule 4 paragraph 26(a)(b) and by the Health and Social Services and Social Security Adjudications Act 1983 (c. 41), Schedule 2 paragraph 10.



(2) Subject to regulations 46 and 49, where a legal aid order is made providing for the services of solicitor and counsel, the solicitor may instruct any counsel who is willing to act.

#### **Assignment of solicitor or counsel for the Court of Appeal or the House of Lords**

**46.**—(1) In the case of proceedings in the Court of Appeal or the House of Lords, counsel may be assigned by the court, a judge of the court or the proper officer making or amending the legal aid order.

(2) In assigning counsel or a solicitor to a legally assisted person in respect of an appeal to the Court of Appeal or the House of Lords, the court, a judge of the court or the proper officer shall have regard, as far as is reasonably practicable, to the wishes of the legally assisted person, the identity of the solicitor or counsel, if any, who represented him in any earlier proceedings and the nature of the appeal.

#### **Assignment of counsel only**

**47.**—(1) Where a legal aid order granting representation for the purposes of proceedings in the Crown Court is made or amended so as to provide for representation by counsel only, counsel shall be assigned by the court or proper officer making or amending the legal aid order.

(2) Where a legal aid order granting representation for the purposes of proceedings in the Court of Appeal or the Courts-Martial Appeal Court is made or amended so as to provide for representation by counsel only, counsel shall be assigned by the court, a judge of the court or the proper officer.

#### **Assignment of Queen's Counsel and two counsel**

**48.**—(1) A legal aid order may provide for the services of more than one counsel only in the cases specified and in the manner prescribed by the following paragraphs of this regulation.

(2) The cases specified for the purposes of this regulation are trials in the Crown Court or proceedings in the Court of Appeal or the House of Lords—

- (a) on a charge of murder, or
- (b) where it appears to the court or the person making the legal aid order that the case is one of exceptional difficulty, gravity or complexity and that the interests of justice require that the legally assisted person should have the services of two counsel.

(3) Subject to paragraphs (4) and (5), a High Court judge or a circuit judge, in the case of proceedings in the Crown Court, or a judge of the Court of Appeal or the Registrar, in the case of proceedings in the Court of Appeal, may make a legal aid order to provide for the services of two counsel in the following terms—

- (a) a Queen's Counsel with a junior counsel;
- (b) a Queen's Counsel with a noting junior counsel;
- (c) two junior counsel; or
- (d) a junior counsel with a noting junior counsel,

but in considering which order to make may have regard to the choice by the legally assisted person of any one particular counsel.

(4) A magistrates' court shall not make an order in the manner prescribed by paragraph (3)(b), (c) or (d) and may only make an order in the manner prescribed by paragraph (3)(a) on a charge of murder.

(5) Before making an order under paragraph (3), the judge or the Registrar shall consider whether the services of a Queen's Counsel alone should be provided and, if so, shall so order.

(6) In a case specified in paragraph (2), a legal aid order which provides—

- (a) for the services of one counsel, may be amended to provide for the services of two counsel in any manner prescribed by paragraph (3);
- (b) for the services of two counsel, may be amended to provide for the services of the same number of counsel but in another manner prescribed by paragraph (3).

#### **Assignment of one solicitor or counsel to more than one legally assisted person**

**49.** A solicitor or counsel may be assigned to two or more legally assisted persons whose cases are to be heard together, unless the interests of justice require that such persons be separately represented.

#### **Amendment of legal aid orders**

**50.**—(1) A court having power to make a legal aid order may, on application, amend any such order by substituting for any legal representative or representatives previously assigned under the order any legal representative or representatives whom the court could have assigned if it had then been making the legal aid order.

(2) A court having power to make a legal aid order may withdraw any such order if the only legal representative or all the legal representatives for the time being assigned under the order withdraws or withdraw from the case and it appears to the court that, because of the legally assisted person's conduct, it is not desirable to amend the order under paragraph (1) above.

(3) An order amending a legal aid order shall be in Form 15 and a copy of it shall be sent to—

- (a) the legally assisted person;
- (b) the solicitor assigned by the legal aid order or to counsel (where counsel only is assigned) and to any solicitor and counsel assigned by the amended legal aid order; and
- (c) where the legal aid order is amended by an area committee, to the proper officer of the court to which the application for amendment was made.

(4) Where a new solicitor or counsel (where counsel only was assigned) is assigned by an order amending a legal aid order, the solicitor or counsel originally assigned shall send all papers and other items in his possession relating to the proceedings to the new solicitor or counsel.

#### **Applications for amendment of legal aid orders etc.**

**51.**—(1) An application for—

- (a) representation by counsel in any proceedings of a kind specified in regulation 44(3); or
- (b) the amendment or withdrawal of a legal aid order under regulation 50(1) or (2),

shall be made to the proper officer stating the grounds on which the application is made and the proper officer may grant or refuse the application.

(2) Where an application under paragraph (1) is refused, the applicant may renew his application both to the court and (except where paragraph (6) applies) to an area committee, and the proper officer shall notify the applicant of the circumstances in which an application may be renewed.

(3) Where an application is renewed to the court, the court may grant or refuse the application or refer it to the proper officer.

(4) The proper officer to whom an application is referred under paragraph (3), may—

- (a) grant the application; or
- (b) where the proper officer is a justices' clerk, refer it either back to the court or to a justice of the peace; or
- (c) where the proper officer is not a justices' clerk, refer it to a judge of the court.

(5) The court, a judge of the court or a justice of the peace to whom an application is referred under paragraph (4) may grant or refuse the application.

(6) An application may be renewed under paragraph (2) to an area committee except where—

(a) an application under the same sub-paragraph of paragraph (1) in the same proceedings has previously been refused by an area committee or by the court; or

(b) the application was made—

(i) in the case of proceedings in the Crown Court, more than 14 days after the committal for trial or sentence or the date of giving of notice of appeal; or

(ii) in the case of proceedings in a magistrates' court, less than 14 days before the date fixed for the trial of an information or the inquiry into an offence as examining justices, where such a date had been fixed at the time the application was made; or

(c) the application is an application in respect of proceedings in the Court of Appeal, the Courts-Martial Appeal Court or the House of Lords.

#### **Renewal to area committee of application for amendment of legal aid order etc.**

**52.**—(1) Where an application under regulation 51 is renewed to an area committee, the legally assisted person shall send to the Area Director the following documents—

(a) a copy of the legal aid order and of the notice of refusal;

(b) any papers presented to the proper officer by the legally assisted person or his solicitor in support of the application; and

(c) any other relevant documents or information.

(2) The proper officer and the legally assisted person or his solicitor shall supply such further particulars, information and documents as the area committee may require.

#### **Consideration by area committee**

**53.**—(1) The area committee shall consider the application and any further particulars, information or documents submitted to it under regulation 52 and any other relevant information and shall grant or refuse the application and, where necessary, amend or revoke the legal aid order accordingly.

(2) The area committee shall notify the proper officer of the court and the legally assisted person and his solicitor of its decision.

## **PART VI**

### **AUTHORITY TO INCUR COSTS AND RESTRICTIONS ON PAYMENT OF LEGAL REPRESENTATIVES**

#### **Power of area committee to authorise expenditure**

**54.**—(1) Where it appears to a legally assisted person's solicitor necessary for the proper conduct of proceedings in a magistrates' court or in the Crown Court for costs to be incurred under the legal aid order by taking any of the following steps—

(a) obtaining a written report or opinion of one or more experts;

(b) employing a person to provide a written report or opinion (otherwise than as an expert);

- (c) bespeaking transcripts of shorthand notes or of tape recordings of any proceedings, including police questioning of suspects;
- (d) where a legal aid order provides for the services of solicitor and counsel, instructing a Queen's Counsel alone without junior counsel; or
- (e) performing an act which is either unusual in its nature or involves unusually large expenditure;

he may apply to the appropriate area committee for prior authority so to do.

(2) Where an area committee authorises the taking of any step specified in paragraph (1)(a), (b), (c) or (e), it shall also authorise the maximum fee to be paid for any such report, opinion, transcript or act.

### **Restriction on payment**

**55.** Where a legal aid order has been made, the legally assisted person's solicitor or counsel shall not receive or be a party to the making of any payment for work done in connection with the proceedings in respect of which the legal aid order was made except such payments as may be made—

- (a) out of the legal aid fund or by the Lord Chancellor, or
- (b) in respect of any expenses or fees incurred in—
  - (i) preparing, obtaining or considering any report, opinion or further evidence, whether provided by an expert witness or otherwise; or
  - (ii) bespeaking transcripts of shorthand notes or tape recordings of any proceedings, including police questioning of suspects;

where an application under regulation 54 for authority to incur such expenses or fees has been refused by the area committee.

## **PART VII**

### **CARE PROCEEDINGS**

#### **Application of Parts I to VI**

**56.** Subject to the following provisions of this Part, Parts I to VI shall apply, with any necessary modifications, to the grant of representation in care proceedings as they apply to the grant of representation in criminal proceedings.

#### **Scope of care proceedings**

**57.** In section 27(1)(f) of the Act there shall be inserted, after the words "(access orders)", the words "except appeals from decisions of juvenile courts to the High Court".

#### **Interpretation**

**58.** The definition of "applicant" in regulation 3(1) shall include a guardian ad litem but nothing in this Part shall have the effect of making a guardian ad litem an appropriate contributor for the purposes of these Regulations;

#### **Statement of means and contributions**

**59.—**(1) Regulation 23(4) shall not apply where representation is granted under this Part.

(2) Where a person has been made a party to care proceedings because he has a contrary interest in those proceedings, regulation 25 shall not have the effect of requiring him to pay a contribution in respect of the costs of representing the child who is the subject of the care proceedings in addition to the costs of his own representation.

### **Applications for emergency orders**

**60.**—(1) An application for a legal aid order in respect of proceedings before a justice of the peace under section 12E of the Child Care Act 1980<sup>(16)</sup> may be made orally to a justice of the peace.

(2) A legal aid order shall not be made until the justice of the peace had considered the applicant's statement of means and, in respect of the proceedings referred to in paragraph (1), such statements may be provided orally or in writing.

(3) In this regulation, "justice of the peace" means a justice of the peace who is entitled to sit as a member of a juvenile court.

### **Proceedings before a juvenile court**

**61.**—(1) An application for a legal aid order in respect of care proceedings before a juvenile court shall be made—

- (a) to the justices' clerk in Form 16, or
- (b) orally to the court,

and, subject to the following paragraphs of this regulation, regulations 11 to 14 shall apply as if the application was an application for a legal aid order in respect of proceedings in a magistrates' court.

(2) The powers of the court to determine an application under paragraph (1) may be exercised by a justice of the peace and, in this regulation, "justice of the peace" has the meaning given by regulation 60(3) above.

(3) Regulations 15 to 17 shall not apply to applications under paragraph (1).

### **Proceedings in the Crown Court**

**62.**—(1) An application for a legal aid order in respect of an appeal to the Crown Court from a decision of a juvenile court in care proceedings shall be made—

- (a) orally to the Crown Court or to the juvenile court at the conclusion of any proceedings in that juvenile court; or
- (b) to the appropriate officer of the Crown Court in Form 16; or
- (c) to the justices' clerk in Form 16,

and, subject to the following paragraphs of this regulation, regulations 18 to 21 shall apply as if the application was an application for a legal aid order in respect of proceedings in the Crown Court.

(2) The powers of a juvenile court to determine an application under paragraph (1) may be exercised by a justice of the peace or the justices' clerk and, in this regulation,—

- (a) "juvenile court" means the juvenile court from which the appeal is brought;
- (b) "justice of the peace" has the meaning given by regulation 60(3) above; and
- (c) "justices' clerk" means the justices' clerk to the juvenile court.

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<sup>(16)</sup> 1980 c. 5; section 12E was inserted by Health and Social Services and Social Security Adjudications Act 1983 (c. 41), Schedule 1 Part I, paragraph 1.

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Dated 1st March 1989

*Mackay of Clashfern, C.*

We consent,

Dated 3rd March 1989

*Kenneth Carlisle*  
*Alan Howarth*  
Two of the Lords Commissioners of Her  
Majesty's Treasury

## SCHEDULE 1

Regulation 2

## REGULATIONS REVOKED

Title	Reference
The Legal Aid in Criminal Proceedings (General) Regulations 1968	S.I.1968/1231
The Courts-Martial Appeal Legal Aid (General) Regulations 1969	S.I. 1969/177
The Legal Aid in Criminal Proceedings (General) (Amendment) Regulations 1970	S.I. 1970/1980
The Legal Aid in Criminal Proceedings (General) (Amendment) Regulations 1976	S.I. 1976/790
The Legal Aid in Criminal Proceedings (General) (Amendment) Regulations 1980	S.I. 1980/661
The Legal Aid in Criminal Proceedings (General) (Amendment No. 2) Regulations 1980	S.I. 1980/1651
The Legal Aid in Criminal Proceedings (General) (Amendment) Regulations 1983	S.I. 1983/1863
The Legal Aid in Criminal Proceedings (General) (Amendment) Regulations 1984	S.I. 1984/1716
The Legal Aid in Criminal Proceedings (General) (Amendment) Regulations 1985	S.I. 1985/1632
The Legal Aid in Criminal Proceedings (General) (Amendment) Regulations 1986	S.I. 1986/274
The Legal Aid in Criminal Proceedings (General) (Amendment) Regulations 1987	S.I.1987/422
The Legal Aid in Criminal Proceedings (General) (Amendment) Regulations 1988	S.I. 1988/468
The Legal Aid in Criminal Proceedings (General) (Amendment) (No. 2) Regulations 1988	S.I. 1988/2303

## SCHEDULE 2

Regulation 5

## FORMS

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

PART 1

Form 1

PART 2

Forms 2 to 16

Signature

Explanatory Note

Form 1. Application for Legal Aid in Criminal Proceedings Magistrates or Crown Court



**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**I apply for Legal Aid—**

\* Cross out whichever does not apply

For the purpose of proceedings before the  Crown/Magistrates/Juvenile Court\*

**1. Personal Details:** (Please use BLOCK letters and BLACK ink)

- 1. Surname  5. Date of birth
- 2. Forenames
- 3. Permanent address
- 4. Present address (if different from above)

**2. Case Details:**

- 1. Describe briefly what it is you are accused of doing, e.g. "stealing £50 from my employer", "kicking a door causing £50 damage."
- 2. The following other person(s) is/are charged in this case
- 3. Give reasons why you and the other persons charged in this case, if any, should not be represented by the same solicitor.

**3. Court Proceedings:** (Complete section 1 or 2 whichever applies)

\* Cross out whichever does not apply

1. I am due to appear before ..  the  Magistrates/Juvenile Court\*  
On  19 at  am/pm\*

or

2. I appeared before .....  the  Magistrates/Juvenile Court\*  
On  19 at  am/pm\*

- and  I was Committed for trial to the Crown Court
- (tick whichever applies)  I was convicted and committed for sentence to the Crown Court
- I was convicted and/or sentenced and I wish to appeal against  conviction and/or sentence\*

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**4. Outstanding Matters:**

- 1. If there are any other outstanding criminal charges or cases against you give details including the court where you are due to appear (only those cases that are not yet concluded)

**5. Your Financial Position** (Tick the box which applies)

- 1.  I attach a statement of my means in these proceedings (details of your income and expenditure)
- 2.  I have already given a statement of my means to the Magistrates Court and there has been no change in my financial position (A new statement is required if there has been any change)
- 3.  I am under 16 and attach a statement of my parent's means. If you are unable to provide a statement of their means give their name and address

**6. Legal Representation:**

- Note:**
- 1. If you do not give the name of a solicitor the court will select a solicitor for you.
  - 2. You must tell the solicitor that you have named him, unless he has helped you complete this form.
  - 3. If you have been charged together with another person or persons, the court may assign a solicitor other than the solicitor of your choice.

- 1. The Solicitor I wish to act for me is
- 2. Give the firms name and address (if known)

**7. Signature:**

I understand that the court may order me to make a contribution to the costs of legal aid, or to pay the whole costs if it considers that I can afford to do so and if I am under 16, may make a similar order with respect to my parents.

**Signed**

**Dated:**

**8. Reasons for wanting legal aid**

- To avoid the possibility of your application being delayed or legal aid being refused because the court does not have enough information about the case, you must complete the rest of this form.
- When deciding whether to grant you legal aid, the court will need to know the reasons why it is in the interests of justice for you to be represented.
- If you need help completing the form, and especially if you have previous convictions, you should see a solicitor. He may be able to advise you free of charge or at a reduced fee.

Please complete pages 3 & 4

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Reasons for wanting Legal Aid**

**Note:** If you plead NOT GUILTY neither the information in this form nor in your statement of means will be made available to the members of the court trying your case unless you are convicted or you otherwise consent. If you are acquitted, only the financial information you have given in your statement of means will be given to the court.

Tick any boxes which apply and give brief details or reasons in the space provided.

<p>1. I am in real danger of a custodial sentence for the following reasons</p> <p>(You should consider seeing a solicitor before answering this question)</p>	<input type="checkbox"/>	<p>For court use only</p>
<p>2. I am subject to a:</p> <p>suspended or partly suspended prison sentence <input type="checkbox"/></p> <p>conditional discharge ..... <input type="checkbox"/></p> <p>supervision order ..... <input type="checkbox"/></p> <p>probation order ..... <input type="checkbox"/></p> <p>deferment of sentence ..... <input type="checkbox"/></p> <p>community service order.... <input type="checkbox"/></p> <p>care order ..... <input type="checkbox"/></p> <p>Give details as far as you are able including the nature of offence and when the order was made</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<p>3. I am in real danger of losing my job because:</p>	<input type="checkbox"/>	
<p>4. I am in real danger of suffering serious damage to my reputation because:</p>	<input type="checkbox"/>	
<p>5. I have been advised by a solicitor that a substantial question of law is involved</p> <p>(You will need the help of a solicitor to answer this question)</p>	<input type="checkbox"/>	
<p>6. Witnesses have to be traced and interviewed on my behalf</p> <p>(State circumstances)</p>	<input type="checkbox"/>	<p>3.</p>

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

**Reasons (Contd)** *Tick any boxes which apply and give brief details or reasons in the space provided.*

		For court use only
<p><b>7.</b> I shall be unable to follow the court proceedings because:</p> <p>a) My understanding of English is inadequate <input type="checkbox"/></p> <p>b) I suffer from a disability <input type="checkbox"/></p> <p><i>(give full details)</i></p>		
<p><b>8.</b> The case involves expert cross examination of a prosecution witness <input type="checkbox"/></p> <p><i>(Give brief details)</i></p>		
<p><b>9.</b> The case is a very complex one, for example, mistaken identity <input type="checkbox"/></p> <p><i>(You may need the help of a solicitor to answer this question)</i></p>		
<p><b>10.</b> Any other reasons: <input type="checkbox"/></p> <p><i>(give full particulars)</i></p>		

**Reasons for Refusal**

This section must be completed by the Justices' Clerk if the application is refused because:  
 (a) It does not appear desirable in the interests of justice, and  
 (b) The applicant is entitled to apply for legal aid to the area committee.  
 State briefly the reasons for that decision.

Signed .....Justices' Clerk

Date .....

For court use only

4.

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Regs. 12, 13, 19 and 20

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To

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Your application for legal aid has been refused by the court/a judge of the court/a justice of the peace/a proper officer of the court on the following grounds:

- \* (a) it does not appear desirable to make an order in the interests of justice; and/or
- \* (b) it does not appear that your means are such that you require assistance in meeting the costs you may incur.

If legal aid had been granted you would have been ordered to pay a contribution of £      per week from income and £      from capital [payable on      ] towards the costs of your case/legal aid would have been conditional on immediate payment of £

You are entitled:

- '(i) to apply for legal aid to an area committee (in some cases where your application has been refused under paragraph (a) above). If you wish to do this you should complete Form 3 overleaf. You must apply within 14 days of the date of this notification.
- (ii) to renew your application to the court [to the Crown Court] at any time. If you wish to do so you should complete the bottom section of this form and return the whole form to the Court at the address stated.
- (iii) In any event to apply for legal aid to the court of trial on the day of the trial.

\* Delete as necessary

Signed:  
Justices' Clerk/An officer of the Crown Court

Date:

---

I wish to renew my application for legal aid to the court.

I have/have not\* made an application to an area committee.

Signed:

Date:

NOTE: (i) You should enclose any additional or new information you think is relevant to your application.

(ii) if there has been any change in your financial circumstances you must complete and enclose a new statement of means form.

(iii) If you have made an application to an area committee you should enclose a copy of the notification of decision.

\* Delete as appropriate

Form 3.Application for Review of Refusal to grant Legal Aid

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Reg. 16

Court Code
Offence Code
Solicitor's acc. no.

To the Area Director, Area Committee for Area No. ....  
(Address)

I wish to

apply for a review by the area committee of the refusal by the court on the ..... 19....

to grant me legal aid in connection with a charge of

My case is due to be heard on\*

\* (Delete if date has yet to be fixed)

I have/have not\* renewed my application for legal aid to the court.

Signed

Dated

- NOTE: (i) This application must be made within 14 days of the date of the notice of the refusal to make a legal aid order.  
(ii) You should send the enclosed copy of your original application, and any additional or new information you think is relevant to your application.  
(iii) A copy of this completed form must be forwarded to the Clerk to the Justices of the Court which refused legal aid.

Form 4.Notification of decision of the Area Committee on Review of Refusal to grant Legal Aid

Reg 17

To:

Your application for legal aid has been granted/refused because it appears/does not appear desirable to make an Order in the interests of justice on any of the following grounds:-

- (1) You are in real danger of a custodial sentence.
- (2) You are in real danger of losing your livelihood or suffering serious damage to your reputation.
- (3) The determination of the case may involve consideration of a substantial question of law.
- (4) You are unable to understand the proceedings or state your own case because:-
  - (a) Your knowledge of English is inadequate
  - (b) You suffer from a disability, namely .....
- (5) Your case involves tracing and interviewing witnesses or expert cross-examination of a prosecution witness.
- (6) It is in the interests of another that you be represented.
- (7) Any other reasons.

\* Delete as appropriate.

The Committee reached this decision because:-

Date:

Secretary to the Area Committee

Form 5.Statement of Means by Applicant or Appropriate Contributor for Legal Aid purposes

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

To apply for criminal legal aid you must complete this form. If you are not yet sixteen, then your mother or father may also be asked to complete one. If you have applied for legal aid for your child, and your child is sixteen years old or over, then you do not need to fill in this form. Your child should complete it, giving details of his or her own income.

This information is needed before legal aid can be granted, so to avoid any delay in your application being considered, please complete this form as fully and as carefully as possible.

**1 Personal details** (please use BLOCK letters)

1. Surname  Mr  Mrs  Miss  Ms

2. Forenames

3. Date of birth

4. Home address

5. Marital status (please tick one box) Single  Single and living together  Widow(er)   
Married  Married but separated  Divorced

6. Are you claiming legal aid for a dependent child who is not yet sixteen: YES   
If YES, give the following details about the child: NO  (go to Section 2)

Surname

Forenames

Date of birth

Home address (if different from yours)

Your relationship to him or her (e.g. father)

**2 Whether you are entitled to free legal aid**

1. Do you receive Income Support or Family Credit? (You may also answer YES if your spouse or partner are, providing that you are living together).

YES:  Give (a) The address of the Social Security office dealing with the benefit:

(b) The Income Support reference number:

Now sign the Declaration at Section 6. You do not need to answer any more questions.

NO:  Please go to Section 3, even if you are receiving other state benefits.

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

### 3 Financial details—Part A: Income

In this section you are asked to give details of the money you receive. If you are living together then you must provide details of the income of your spouse or partner as well. The details will be used to work out whether you have to pay a contribution towards legal aid. If you do, it will be collected on a weekly basis, so your answers must show the amount you get each week (if you receive it every two or four weeks divide the amounts by the number of weeks to give a weekly figure). If any of the sections do not apply, write NONE in the space.

Work	Employer's name and address	Amount received		Official use
		Your income	Income of spouse or partner	
<p>Enter take-home pay per week (after tax and insurance), including overtime, commission or bonuses. Attach wage slips for the last three months. If your pay changes each week show amounts for the last 13 weeks, or as many as you can, and attach slips.</p> <p>If you are self employed write SELF EMPLOYED. Show your take home pay and attach the most recent accounts showing gross income.</p>		£	£	
<p><b>Part time work.</b> Enter take-home pay per week (after tax and insurance), from any part time job not included above.</p>		£	£	
<p><b>State Benefits</b> Enter weekly amounts e.g. from unemployment benefit, child benefit etc. Say which benefit(s) you get in the space provided.</p>	Types of benefit	£	£	
		£	£	
		£	£	
<p><b>Money from property</b> Enter weekly amounts (before any deductions), of money from sub-letting a house or rooms.</p>		£	£	
<p><b>Any other income</b> Please give details and weekly amounts</p>		£	£	

Important: If the information you have given above is going to change soon, please give details of the changes in Section 5 of this form.



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### Financial details—Part B: Capital and Savings

Please give details of all your capital and savings. If you are living together you must also give details of the capital and savings of your spouse or partner.

Property	You		Spouse or Partner		Official use
	YES <input type="checkbox"/>	NO <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Do you own a house or property other than your main or only dwelling?					
If YES, state the value (approximate selling price) and amount of any outstanding mortgage	£ <input type="text"/>		£ <input type="text"/>		
<b>Savings</b> Give details of where your savings are, and the amounts. Include money in any bank, building society, National Savings Certificates, cash, stocks and shares or any other investments.		£ <input type="text"/>		£ <input type="text"/>	
<b>Articles of value</b> Give details of any article of value that you own (e.g. jewellery, furs, paintings) with their approximate value.		£ <input type="text"/>		£ <input type="text"/>	

### 4 Allowances and Deductions N.B. Dependants are the people you and your spouse or partner look after financially.

1. Enter the NUMBER of dependants who are living with you. If you are claiming legal aid for a child, please include that child.

Spouse or Partner  Children 18 and over  Children 16 and 17  Children 11 to 15  Children under 11

Others (please say who)

2. If you pay maintenance to any dependant who does NOT live with you, please give details of the amount you pay:

Age(s) of dependant(s)	Your relationship to him or her	Amount per week
<input type="text"/>	<input type="text"/>	£ <input type="text"/>

3. Give the following details of housing expenses of you and your spouse/partner. If you own more than one house only give details for the house in which you live. If you are paying the expenses of a dependant who is not living with you, enter the details in the spaces on the right.

	£	/week	Amount for dependant(s)	£	/week
Rent	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
Mortgage payment	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
Ground rent	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
Service charge	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
Rates	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
Board and lodging	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
Bed and breakfast	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

**Allowances and Deductions (continued)**

	You	Spouse or Partner
4. How much does it cost you and your spouse or partner each week to travel to and from work?	£	£
5. Give details of any other expenses which you think the court should know about. You may include any payments on court orders, and contributions to approved pension schemes, but not: hire purchase payments or money for food, clothing or heating.	£	£
6. If a solicitor has already given you advice in this case, under the "Green Form" scheme, and you have paid or been asked to pay towards this, give the name and address of the solicitor and the amount.	£	

**5 Further information**

This part of the form is for you to give any financial information that you think the court should have when deciding upon your application for legal aid. You may also use this part of the form to tell the court of any future changes in circumstances that might alter your position.

**6 Declaration**

If you knowingly make a statement which is false, or knowingly withhold information, you may be prosecuted. If convicted, you may be sent to prison for up to three months, or be fined, or both. After your application has been considered by the court, you may be asked to give further information or to clarify information that you have already given. In particular you may be required to provide proof of the information that you have given (eg. wage slips, rent books etc.). If you stop receiving income support or family credit, or if your financial position changes in any way after you have submitted this form, you must tell the court. This is a requirement of the Legal Aid Regulations.

I declare that to the best of my knowledge and belief, I have given a complete and correct statement of my income, savings and capital (and that of my spouse or partner)\* (and that of my child)\*\*

Signed  Date

\* Delete if you are single or if you are not living with your spouse or partner.  
 \*\* Delete if legal aid is not sought for your child.

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

Form 6. Legal Aid Contribution Order

Reg. 27

To

In accordance with the provisions of section 23(1) of the Legal Aid Act 1988 the Court/area committee (a) orders you to pay a contribution of £ towards the cost of representation to be provided for you under a legal aid order:-

This contribution is:-

- \* payable in one lump sum of £ on or before
- \* payable at the rate of £ per week/per month the first instalment to be paid on or before and subsequent instalments to be paid weekly/monthly. The final instalment is due on
- \*NB. In fixing the date from which weekly instalments are payable you have been credited with £ in respect of the green form contribution to which you are liable. The first payment is therefore due on the date shown and the number of weekly instalments is reduced from 26 to
- \* Delete as necessary.

This money should be paid to the Clerk to the Justices Magistrates' Court.

Signed

(Secretary to the area committee)(a)

Date

(a) Delete as necessary.

NOTES

The figures overleaf show how the contribution was calculated. If you are not satisfied with the calculations used, you may apply to this court for your means to be redetermined. If your means change, you must inform the court which is hearing your case IMMEDIATELY so that your contribution can be reassessed and changed if necessary. If you do not want legal aid on these terms, you MUST inform the court IMMEDIATELY by tearing off and returning the slip overleaf. If your legal aid order is revoked, you may still have to pay some money towards any costs already incurred.

If you should prefer to pay monthly, you should inform the Clerk to the Justices who will decide whether you should pay weekly or monthly.

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

## Legal Aid Contribution Order—calculations used

**Part One— Figures used**

(1)	Average weekly net INCOME	£	(A)
(2)	Allowances against income		
	—dependants	£	
	—housing	£	
	—travel	£	
	—others	£	
	<b>Total allowances</b>	<b>£</b>	<b>(B)</b>
		<b>£</b>	

(3) Total CAPITAL

**Part Two— Calculation of contribution from INCOME**

(1)	Disposable income is (A)–(B)=	£	(C)
(2)	Contribution is (C) £50, divided by 4=	£	

**Note:** Contributions are rounded to the nearest whole pound. The minimum weekly contribution is £1.

**Part Three— Summary**

Your contribution from INCOME is £

Your contribution from CAPITAL is £

Please turn to the front sheet for details of how and when to pay.

Tear off along here -----

I \_\_\_\_\_ of (address)

have been granted legal aid by the \_\_\_\_\_ Court at

I hereby apply for my legal aid order to be withdrawn. I understand that I may be required to pay towards any costs already incurred.

Return this form IMMEDIATELY to:

Signed

Date

### Form 7. Notice of Withholding of Legal Aid Order

Reg. 29

To \_\_\_\_\_

The \_\_\_\_\_ Court has made an order granting you legal aid in respect of the proceedings before it/the Court. It has also made an order, a copy of which is attached, requiring you to make a contribution out of capital towards the cost of your case.

In accordance with regulation 29(3) of the Legal Aid in Criminal and Care Proceedings (General) Regulations 1989 the court requires you to make immediate payment of that capital contribution to the Clerk to the Justices.

*Note: You will NOT receive the legal aid order until you have made this payment and your solicitor and counsel will not be covered by the order until it has been received.*

A copy of this notice has been sent to your solicitor/counsel.

Signed

Date

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Form 8. Variation or Revocation of Contribution Order

Reg. 35

To

In accordance with the provisions of regulation 33 or 34 of the Legal Aid in Criminal and Care Proceeding (General) Regulations 1989, your means have been reassessed and the court now varies the contribution order made on ..... as follows. The total amount that you are now required to pay is £ .....  
You have already paid £ .....

\* Therefore you are no longer required to pay any more instalments of your contribution. Should your means change again, you **MUST** inform this court, which will then determine whether you should start to pay instalments again.

\* The court hereby revokes the contribution order made on .....

\* The sum of £ ..... overpaid by you will be returned to you by the Clerk to the Justices at .....

\* The balance remaining is now £ ..... This sum should be paid to the Clerk to the Justices at .....

▷ on or before .....

▷ at the rate of £ ..... per week/month. The first instalment to be paid on or before the ..... and subsequent instalments to be paid weekly/monthly.

NOTE: If your instalments have now increased, and you do not want legal aid on these terms, you must inform the Court IMMEDIATELY.

\* Delete as appropriate

Signed

Date

Form 9. Notification of Arrears of Payment of Contribution Order

Reg. 36(1)(a)

To

You have fallen into arrears in the payment of instalments in respect of your legal aid contribution order. You have missed ..... instalments of £ ..... and are now £ ..... in arrears.

You must pay this sum to the Clerk to the Justices at ..... **WITHIN SEVEN DAYS OF RECEIPT OF THIS NOTICE.** If you fail to do so, this court will consider revoking legal aid.

A copy of this form has been sent to your solicitor(s)/counsel.

Signed

Date

Form 10. Warning of Revocation of Legal Aid Order for Non-payment of Contribution

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Reg. 36(1)(b)

To \_\_\_\_\_

You were recently sent a warning of arrears in respect of your legal aid contribution order. The arrears now stand at £ \_\_\_\_\_. The court is now considering revoking your legal aid. You are entitled to explain to the court why you have fallen into arrears, and to invite the court not to revoke your legal aid.

If you wish to do this, YOU MUST RETURN THIS FORM TO THIS COURT WITHIN SEVEN DAYS OF RECEIPT otherwise your legal aid might be revoked.

A copy of this form has been sent to your solicitors.

Signed \_\_\_\_\_

Date \_\_\_\_\_

I have fallen into arrears because:-

Signed \_\_\_\_\_

Date \_\_\_\_\_

Form 11. Legal Aid Order (Magistrates' Court and Crown Court)

Reg. 40

In accordance with the Legal Aid Act 1988 the Court now grants legal aid, to \_\_\_\_\_ for the following purpose.

Delete (1) to (5) as necessary.

- (1) Proceedings before a magistrates' court in connection with
- (2) Appealing to the Crown Court against a decision of the Magistrates' Court on
- (3) Resisting an appeal to the Crown Court against a decision of the Magistrates' Court.
- (4) Proceedings before (both a magistrates' court and\*) the Crown Court in connection with \_\_\_\_\_ including, in the event of his being convicted or sentenced in those proceedings, advice and assistance in regard to the making of an appeal to the criminal division of the Court of Appeal.  
\* Delete as necessary
- (5) A retrial by the Crown Court ordered by the Court of Appeal or the House of Lords.

The legal aid granted shall consist of the following representation:-

Magistrates court proceedings—	Solicitor/solicitor and counsel
Crown Court Proceedings—	Solicitor/solicitor and counsel/solicitor and 2 counsel/counsel only

including advice on the preparation of the case for the proceedings.

The solicitor/Counsel assigned is \_\_\_\_\_ of \_\_\_\_\_

The legally assisted person has been committed to \_\_\_\_\_ prison/released on bail and may be communicated with at \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_ (Signed) \_\_\_\_\_

A contribution order of £ \_\_\_\_\_ was made in respect of this order.

Form 12. Legal Aid Order (Area Committee)

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Reg. 40

The area committee now grants legal aid to  
for proceedings before a magistrates' court in connection with  
The legal aid granted shall consist of representation by a solicitor [and Counsel].

The solicitor assigned is  
of

A contribution order of £                      was made in respect of this order:

Signed  
Secretary to the area committee  
Date

Form 13. Legal Aid Order (Court of Appeal/Courts—Martial Appeal Court)

Reg. 38

APPELLANT Forenames		Surname (block letters)
WHERE DETAINED	Number	Address if not detained
CROWN COURT/ COURT MARTIAL	before whom tried or sentenced	Date(s)

The \_\_\_\_\_, in accordance with Part V of the Legal Aid Act 1988 now grants legal aid to the appellant for the following purpose:-

The legal aid granted consists of representation by

Solicitors	Counsel	Two Counsel
------------	---------	-------------

Who are assigned as follows:-

Name	Address
Solicitor	
Counsel	
Counsel	

A contribution order of £                      was made in respect of this order.

Date:

Signed: Registrar of Criminal Appeals/Courts-Martial Appeal Court of Royal Courts of Justice, London, WC2.

Form 14. Order Withdrawing Legal Aid

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Reg. 41

The Court/area committee now withdraws, from this date, the order granting legal aid to

of

For the purpose of

because:

- (i) he/she has applied for legal aid to be withdrawn.
  - (ii) his/her legal representative(s) has/have withdrawn and it is not in the interests of justice to assign new representatives.
  - (iii) he/she has failed to pay sums due under legal aid contribution order.
- (Delete as necessary)

Signed

Date

**NOTE TO LEGALLY ASSISTED PERSON**

You are no longer entitled to legal aid. You may be required to pay towards any costs already incurred. Your solicitor and Counsel (if any) will cease to act further for you unless you yourself re-employ them, and if you do so, you will be responsible for their costs from the above date.

**Form 15. Order Amending Legal Aid Order**

Reg. 50

To

The order granting legal aid to

of

is hereby amended, by substituting for the solicitor named in the order another solicitor, namely of

and by authorising the instruction of counsel (in place of counsel already instructed)\*

Signed  
(Secretary to the area committee)\*

Date

\* Delete as necessary.

**Form 16. Application for Legal Aid in care proceedings in the Juvenile Court or Crown Court**



**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

(Please use BLOCK letters and BLACK ink)

**1. The Child:**

1. Surname	
2. Forenames	
3. Home address	
4. Date of birth	

**2. The Applicant:**

Are you the child applying on your own behalf? (tick a box)      Yes       No

If you have ticked box "No" please complete the next boxes 1-4:

1. Surname	
2. Forenames	
3. Address	

4. Please complete either (a) OR (b)

(a) If you are a parent, grandparent or guardian made party to the proceedings under section 32A or 32C of the Children and Young Persons Act 1969 tick a box to show your relationship to the child.

Parent	<input type="checkbox"/>
Grandparent	<input type="checkbox"/>
Guardian	<input type="checkbox"/>

(b) If you are applying on behalf of the child state your relationship to or involvement with the child in this box

**3. Your Financial Position**      (Tick the box which applies)

<input type="checkbox"/>	I attach a statement of my means. (details of your income and expenditure in form 5)
<input type="checkbox"/>	A statement of my means has already been sent to the Court and there has been no change in my financial position. (A new statement is required if there has been any change).

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

**4. Case Details:**

Legal Aid is required for the purpose of:

- 1. proceedings before the:   
 the case is due to be heard on:
- 2. an appeal to the:   
 against the decision of the:   
 the case is due to be heard on:
- 3. the proceedings before the court are:   
 (give brief details of the case)

\* Cross out whichever does not apply

	at	am/pm*
Juvenile Court		
Crown Court		
Juvenile Court		
at		
am/pm*		

**5. Legal Representation:** Tick the appropriate box from either 1 or 2.

1.  I wish to have assigned to me

The child wishes to have assigned to him/her

I wish to have assigned to the child

or

2.  The solicitor I wish to act for me is

The solicitor the child wishes to act for him/her is

The solicitor I wish to act for the child is

a solicitor from the Law Society's panel of solicitors for child care cases.

Enter the solicitor's name:

---

Give the name and address of his/her firm:

3. The reason I am entitled to make such a nomination is:

(Complete only if you are making this application on behalf of the child)

**6. Signature:**

<b>Signed</b>	Child/Guardian/Parent/Grandparent/Guardian-ad-litem*
<b>Date</b>	

\* Cross out whichever does not apply

## SCHEDULE 3

Regulation 26(2)

### DETERMINATION OF DISPOSABLE INCOME AND DISPOSABLE CAPITAL

#### General

1.—(1) In computing the disposable income and disposable capital of the person concerned, the financial resources of any spouse of his shall be treated as his resources except where—

- (a) the person concerned and his spouse are living separate and apart; or
- (b) the spouse has a contrary interest in the proceedings in respect of which an application for legal aid has been made; or
- (c) in all the circumstances of the case, it would be inequitable so to do.

(2) Where a spouse fails to provide information as to his financial resources in response to the request of the proper officer, the proper officer may make an estimate of the likely resources of the spouse on the basis of any information which is available.

2. Paragraph 1(1) and (2) above and the provisions of this Schedule shall apply to a man and a woman who are living with each other in the same household a husband and wife as they apply to the parties to a marriage.

3. Where it appears to the proper officer that the person concerned has with intent to reduce the amount of his disposable income or disposable capital—

- (a) directly or indirectly deprived himself of any resources; or
- (b) converted any part of his resources into resources which under these Regulations are to be wholly or partly disregarded, or in respect of which nothing is to be included in determining the resources of that person;

the resources of which he has so deprived himself or which he has so converted shall be treated as part of his resources or as not so converted as the case may be.

#### Disposable income

4.—(1) The income which the person concerned receives during the contribution period shall be taken to be his income for the purposes of this Schedule.

(2) The income received during the contribution period may be estimated on the basis of the income received by the person concerned during the 3 months prior to the commencement of the contribution period.

5.—(1) Where the person concerned receives the profits from any trade, business or gainful occupation other than employment at a wage or salary, the profit which accrues during the contribution period shall be taken to be his income for the purposes of this Schedule.

(2) The income received during the contribution period may be estimated on the basis of the profits made during the last accounting period for which accounts have been prepared.

6. In computing disposable income, there shall be disregarded—

- (a) attendance allowance paid under the Social Security Acts 1975–1988(17);
- (b) mobility allowance paid under the Social Security Acts 1975–1988;
- (c) constant attendance allowance paid as an increase to a disablement pension under section 61 of the Social Security Act 1975(18);

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(17) 1975 c. 14; 1988 c. 7.

(18) 1975 c. 14; section 61 was amended by the Social Security Act 1986 (c. 50), section 39, Schedule 3, paragraph 6.

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- (d) housing benefit paid under the Social Security Act 1986<sup>(19)</sup>; and
- (e) payments made out of the social fund under section 32 of the Social Security Act 1986<sup>(20)</sup>.

**7.** In computing disposable income there shall be deducted—

- (a) the total amount of any tax payable on that income;
- (b) the total amount of any contributions payable under the Social Security Acts 1975–1988;
- (c) reasonable expenses of travelling to and from the place of employment;
- (d) the amount of any contribution paid, whether under a legal obligation or not, to an occupational pension scheme within the meaning of the Social Security Pensions Act 1975<sup>(21)</sup> or to a personal pension scheme within the meaning of the Social Security Act 1986; and
- (e) reasonable expenses in respect of the making of reasonable provision for the care of any dependent child living with the person concerned because of that person’s absence from home by reason of employment.

**8.—**(1) In computing disposable income there shall be a deduction in respect of the main or only dwelling in the case of a householder of the amount of the net rent payable, or such part thereof as is reasonable in the circumstances.

(2) For the purposes of this paragraph, “rent” includes—

- (a) the annual rent payable; and
- (b) a sum in respect of yearly outgoings borne by the householder including, in particular, rates, a reasonable allowance towards any necessary expenditure on repairs and insurance and any annual instalment (whether of interest or of capital) payable in respect of a mortgage debt or heritable security charged on the house in which the householder resides or has an interest and,

in calculating the amount of rent payable, any housing benefit paid under the Social Security Act 1986 shall be deducted from amount of rent payable.

(3) In this paragraph, the expression “net rent” means the rent less any proceeds of sub-letting any part of the premises in respect of which the said rent is paid or the outgoings are incurred except that, where any person or persons other than the person concerned, his or her spouse or any dependent of his or hers is accommodated, otherwise than as a sub-tenant, in the premises for which the rent is paid, the rent may be deemed to be reduced by an amount reasonably attributable to such other person or persons.

**9.** Where the person concerned is not a householder, there shall be a deduction in respect of the costs of his living accommodation of such an amount as is reasonable in the circumstances.

**10.—**(1) Subject to sub-paragraph (2) below, in computing disposable income, there shall be a deduction—

- (a) in respect of the maintenance of the spouse of the person concerned, where the spouses are living together;
- (b) in respect of the maintenance of any dependent child and of any dependent relative of the person concerned where such persons are members of his household;

at the following rates—

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<sup>(19)</sup> 1986 c. 50.

<sup>(20)</sup> 1986 c. 50; section 32 was amended by the Social Security Act 1988 (c. 7), section 18, Schedule 3, paragraphs 1 to 7, Schedule 5.

<sup>(21)</sup> 1975 c. 60.

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- (i) in the case of a spouse at the rate equivalent to 25% above the amount specified for the time being in column (3) of paragraph 6 of Part IV of Schedule 4 to the Social Security Act 1975 (increase for adult dependant of Category A retirement pension)(**22**);
- (ii) in the case of a dependent child or a dependent relative, at the rate equivalent to 25% above the amount specified for the time being in paragraph 2 of Part I of Schedule 2 to the Income Support (General) Regulations 1987(**23**) appropriate to the age of the child or relative.

(2) The proper officer may reduce any rate provided by virtue of sub-paragraph (1) by taking into account the income and other resources of the dependent child or other dependant to such extent as appears to the officer to be just and equitable.

(3) In ascertaining whether a child is a dependent child or whether a person is a dependent relative for the purposes of this paragraph, regard shall be had to their income and other resources.

**11.** Where the person concerned is making and, throughout such period as the proper officer may consider to be adequate, has regularly made bona fide payments for the maintenance of

- (a) a spouse who is living apart;
- (b) a former spouse;
- (c) a child; or
- (d) a relative;

who is not a member of the household of the person concerned, there shall be a deduction at the rate of such payments or at such rate (not exceeding the rate of such payments) as in all the circumstances is reasonable.

**12.** In computing disposable income, there shall be a deduction in respect of any sum or sums payable by the person concerned under an order made by, or arising from any conviction before, the High Court, the Crown Court, a county court, or a magistrates' court in any proceedings other than those in respect of which the legal aid order was made.

**13.** Where the person concerned is required to, or may reasonably, provide for any other matter, the proper officer may make an allowance of such amount as he considers to be reasonable in the circumstances of the case.

**14.** In computing the income from any source, there shall be disregarded such amount, if any, as the proper officer considers to be reasonable having regard to the nature of the income or to any other circumstances of the case.

### **Disposable capital**

**15.—(1)** In computing the capital of the person concerned, there shall be included the amount or value of every resource of a capital nature belonging to him on the date of the assessment.

(2) In so far as any resource of a capital nature does not consist of money, its amount or value shall be taken to be—

- (a) the amount which that resource would realise if sold in the open market, or if there is only a restricted market for the resource, the amount which it would realise in that market, after deduction of any expenses incurred in the sale, or
- (b) if such an amount cannot be ascertained, an amount which appears to the proper officer to be reasonable.

**16.** In computing the capital of the person concerned, there shall be disregarded—

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(22) 1975 c. 14; Part IV of Schedule 4 to the Social Security Act 1975 was amended by S.I. 1989/43.

(23) S.I. 1987/1967.

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- (a) any savings of mobility allowance paid under the Social Security Act 1975 which the person concerned intends to use in connection with mobility;
- (b) for a period not exceeding 12 months from the date of receipt, any arrears of—
  - (i) attendance or mobility allowance paid under the Social Security Act 1975–1988;
  - (ii) income support or family credit; and
- (c) any payments made out of the social fund under section 32 of the Social Security Act 1986.

**17.** Except where it is reasonable in the circumstances so to do, no sum shall be included in the amount of the capital of the person concerned in respect of the value of the assets of any business owned in whole or in part by him.

**18.** Save in exceptional circumstances, no sum shall be included in the amount of the capital of the person concerned in respect of—

- (a) household furniture and effects of the main or only residence occupied by him;
- (b) articles of personal clothing; and
- (c) tools and equipment of his trade.

**19.** In computing the amount of the capital of the person concerned, the value of any interest in the main or only residence in which he resides shall be wholly disregarded.

**20.** In computing the capital of the person concerned, there may also be disregarded such an amount of capital (if any) as the proper officer decides to disregard taking into account the nature of the capital or any other circumstances of the case.

SCHEDULE 4

Regulation 26(3)

CONTRIBUTIONS

**Contributions from disposable income**

The weekly instalment of contribution payable by the applicant or the appropriate contributor where his disposable income falls within a range specified in the first column of the following table, is the amount specified in relation to that range in the second column.

Average Weekly Disposable Income	Weekly Contribution
Exceeding £52 but not exceeding £58	£1
Exceeding £58 but not exceeding £62	£2
Exceeding £62 but not exceeding £66	£3
Exceeding £66 but not exceeding £70	£4
Exceeding £70 but not exceeding £74	£5
Exceeding £74 but not exceeding £78	£6
Exceeding £78 but not exceeding £82	£7

The weekly instalment of contribution shall be increased by £1 for each £4 or part of £4 by which average weekly disposable income exceeds £82.

### **Contributions from disposable capital**

The contribution from capital payable by the applicant or the appropriate contributor shall be such an amount as is equal to the amount by which his disposable capital exceeds £3,000.

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## **EXPLANATORY NOTE**

*(This note is not part of the Regulations)*

These Regulations replace, with amendments, the Legal Aid in Criminal Proceedings (General) Regulations 1968 (as subsequently amended). These Regulations govern the provision of representation under Part V and Sections 27 and 28 of the Legal Aid Act 1988 (legal aid in criminal and care proceedings).

These Regulations make provision for the assessment of the financial resources of the applicant or the appropriate contributor in order to determine eligibility to receive legal aid and to determine the contribution payable towards the cost of providing representation in the proceedings in respect of which the application for a legal aid order is made.

The main changes made are as follows:

- (a) a single form of application for a legal aid order is prescribed, the use of which is mandatory (regulation 4 and Schedule 2 Part I);
- (b) court clerks are given power to refuse an application for a legal aid order subject to a right to renew the application (regulations 11, 14, 18, and 21);
- (c) the resources of persons living together as husband and wife are to be treated as if those persons were married (regulations 26, 37 and Schedule 3, paragraph 2);
- (d) a solicitor assigned under a legal aid order who instructs counsel is to provide counsel with a copy of the legal aid order (regulation 40);
- (e) Parts I to VI of the Regulations are applied, subject to a number of modifications, to the grant of representation in care proceedings and, in exercise of the power conferred by section 27(2), section 27(1)(f) of the Act is varied to exclude from the categories of care proceedings for the purposes of which representation is available under sections 27 and 28 of the Act appeals from decisions of juvenile courts to the High Court (regulations 56 and 57).